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Chief, Document Division, OCR

26 November 1957

Chief, Printing Services Division, OL

Distribution of CIA Information Reports

Ref : Memo dated 7 Nov 57 from Chief, DD/OCR,
to Chief, PSD/OL, Subject: same

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1. Referenced memorandum proposes that the Printing Services Division assume responsibility for making the standard distribution of CIA Information Reports. A standard distribution list and recipient address list were attached to the memorandum.

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2. This proposal has been investigated, and the matter discussed with you by [redacted] and [redacted] on 20 November 1957. The exact number of man hours involved in the making of this additional distribution is not known at the present time. However, it appears fairly certain that it will be more than the Division can absorb within its present personnel ceiling. Therefore, it is suggested that the distribution proposal be implemented on a trial basis in order to determine the actual number of personnel required. If after the trial period it is found that additional personnel will be required by PSD, OCR will be requested to furnish the personnel. If OCR is unable to furnish the personnel, the distribution function will revert back to OCR.

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3. In order to implement the trial, it is suggested that OCR detail one person to PSD. PSD will indoctrinate this employee in CS distribution for two weeks, after which the actual distribution of all CS Reports will be undertaken by PSD. After PSD has made distribution of CS Reports for a period of two weeks, distribution of OO Reports will be undertaken. If it is found at any time that PSD is unable to keep up with the workload, the excess reports will be sent to OCR for distribution in order to prevent an accumulation or a backlog. In such cases, all work forwarded to OCR will be in one report series.

4. It is suggested that this trial be conducted for three months. It is believed that PSD will be able to determine within that period whether the one additional person can adequately handle this additional distribution. This function will be located in Room 1016 "K" Building. The trial can be started at any time convenient to OCR.

SUBJECT: Distribution of CIA Information Reports

5. The Printing Services Division will cooperate in every way possible to assure a satisfactory trial and a solution to the distribution problem.

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Distribution:

Orig & 1 - Addressee

1 - OL/P&D (official)

1 - OL/P&D/SPB

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OL/P&D:  : var/4237 (26 Nov 57)